

JUNIOR CATHOLIC DAUGHTERS OF THE AMERICAS

Procedure Manual

Message ~ Service ~ Community

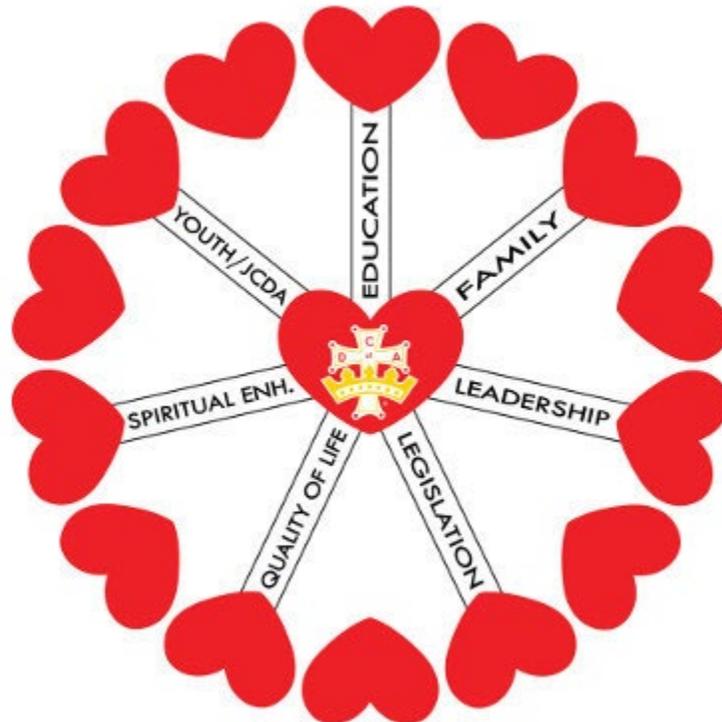
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Catholic Daughters of the Americas®

Circle of Love



YOUTH

&

JCDA

YOUTH

INTRODUCTION

Tomorrow's promise lives in today's youth. In responding to their needs today, we shape a better future for all. Every Catholic Daughters of the Americas Court can fulfill the goals of the Youth Program by committing itself to sponsor, participate in, and/or support at least one youth activity. This can be accomplished by working collaboratively with existing community and parish youth groups such as the youth ministry, social action groups, local schools, scouting, or by sponsoring a Junior CDA Court. The selection and scope of the activity should be determined by the needs and/or interests of the youth in the community.

Teaching service to others at a young age can help reinforce healthy behaviors. Volunteering helps you feel good about yourself because you help others. It teaches teamwork. It provides personal growth and boosts self-esteem. It also shows our youth that they too can make a difference.

MISSION

It is the mission of the Youth Program to nurture personal and spiritual growth; to promote service to others and to foster an awareness and appreciation of diversity through a variety of suggested activities and experiences.

I. PERSONAL AND SPIRITUAL GROWTH

- A. Promote programs/activities which enhance personal and spiritual growth and develop leadership skills.
- B. Provide opportunities to participate in religious and educational ministries.
 - 1. Retreats and Days of Recollection
 - 2. Special liturgies and prayer services
 - 3. World Youth Day observance
 - 4. "True Love Waits" Campaign sponsored by NCCB
 - 5. Study groups to discuss and act upon
 - a. Scripture
 - b. The Pope's Message to youth
 - c. Diocesan and National Catholic Youth initiatives
 - d. Quality of Life issues such as: peer pressure, AIDS, chemical dependency, violence, teenage suicide, teenage pregnancy, discrimination, suicide, inclusion, and diversity to name a few.
 - 6. Gospel dramas

7. Prayer partners for First Communion/Confirmation
8. Living rosaries and the crowning of Mary ceremonies
9. Recognition Programs
 - a. Religious Medal Programs
 - 1) Family of God
 - 2) I Live My Faith
 - 3) Marian Medal
 - 4) Spirit Alive Award
 - b. Scholastic Awards
 - c. Community Service Awards
 - d. Education Contests and Scholarships
10. Conflict resolution, mediation, and peer leadership activities
11. Encourage patriotism and good citizenship through civic events

II. SERVICE TO OTHERS

- A. Promote opportunities for our youth to become informed.
- B. Encourage active participation in service projects that meet the needs of others.
 1. Stock a food bank
 2. Assist in community drives and tag days
 3. Feed the hungry at soup kitchens
 4. Conduct book/toy drives for underprivileged children
 5. Support Ronald McDonald House children's charities
 6. Visit nursing homes, shut-ins, Veteran's hospitals, draw pictures for them
 7. Baby sit for parish activities
 8. Help out at an animal shelter
 9. Sponsor "Make a Difference Day" held in October
 10. Conduct clothing drives for those in need
 11. Assist the Senior Court with Habitat for Humanity and other National Projects
 12. Assist in community recycling and beautification projects
 13. Host a Hungry Heroes play date (Kids can bring food to donate to the local food pantry and learn why it's important to help others.)
 14. Clean up litter in your community
 15. Send a thank you to a service member. Write cards, letters or even send pictures to those serving in the military.
 16. Collect donations in lieu of birthday gifts for your favorite charity

III. AWARENESS AND APPRECIATION OF DIVERSITY

- A. Participate in programs/activities which celebrate cultural diversity
- B. Affirm uniqueness of each person as an individual and assist youth in becoming proud of their heritage.
 - 1. Celebrate ethnic holidays and traditions
 - 2. Attend interfaith services
 - 3. Promote cultural exchange programs
 - 4. Support Special Olympics
 - 5. Assist at summer camps for the physically challenged and developmentally delayed
 - 6. Tutor the academically needy
 - 7. Sponsor intergenerational activities
 - 8. Celebrate “Christmas Around the World”
 - 9. Become pen pals to children around the world
 - 10. Celebrate National Women’s History Month in March
 - 11. Assist in sponsoring a Seeing Eye Dog

Now that you know some ideas for children and youth to engage in, look for opportunities that interest your specific CDA Court. Do some research to see what projects you can do within your local community. Consider how much time the Court can devote to community service. Will it be an ongoing project or a one-time event? Involve the children and adolescents. The goal is to support our children and youth in seeing the benefit of service to others therefore enriching their own lives.

IV. JUNIOR CATHOLIC DAUGHTERS OF THE AMERICAS (JCDA)

HISTORY

In 1919, the National Board of Directors sanctioned JCDA. On February 22, 1926, the first appointed National Director for JCDA began traveling across the country to encourage Catholic Daughter Courts to initiate small groups of young women. The focus of these groups, which would gather in private homes, would be prayer, developing their faith; and the organization of charity projects while enjoying fellowship with other young Catholic girls.

The motto of “Be Useful” and the goals of “Love God, Serve Others, and Live Nobly” remains unchanged. The Threefold Program of Involvement still focuses on **Message** – possessing an active faith in God, **Service** – doing good for the benefit of others; and **Community** – action within the JCDA Court, families, community and the world.

MOTTO - Be Useful **PRINCIPLE CRITERIA** - Love God, Serve Others, Live Nobly

INTRODUCTION

The JCDA Program is an action-oriented program for Catholic girls from 6 to 18 years of age. It is the mission of JCDA to nurture personal and spiritual growth while participating in the life, mission and work of the Catholic faith community, to be aware and appreciate diversity in today's world and to promote service to others.

6-10 years	Juniorette
11-18 years	Junior

PATRON SAINT

Mary is our spiritual mother, a role model of Christian life for women. Mary shows strength of godliness, holiness, piety, and humbleness. Mary teaches women the importance of trust and perseverance. From Mary, we learn true devotion to God and love for your neighbor.

THE JCDA PROGRAM IS BASED ON FOUR OBJECTIVES AND GOALS:

1. To promote the development of the whole person through programs of self-identity, personal growth, and peer group relationships;
2. To promote service to others in the parish, community, and JCDA;
3. To encourage spiritual growth by providing opportunities for personal prayer, liturgy, and ecumenical understanding; and
4. To encourage programming that is open, flexible, and creative to current day needs and concerns.

THREEFOLD PROGRAM OF INVOLVEMENT

The goals and objectives of the JCDA program are divided into a Threefold Program of Message, Service, and Community.

1. MESSAGE

Message is receiving the message of the Lord. The teaching church calls upon each of us to have an active faith in God. We must not only accept the message of God, but we must act on it. We must believe and profess to all the community that which Jesus said and did. "For I have not spoken on my own, no, the Father, who sent me has commanded me what to say and how to speak. Since I know that this commandment means eternal life, whatever I say is spoken just as he instructed me." (John 12:45-50)

2. SERVICE

Service is an individual commitment to living the gospel. The experience of community can only lead to service. Christ gives his people different gifts not only for themselves, but for others. "You address me as Teacher and Lord and fittingly enough, for that is what I am. But if I washed your feet, I who am Teacher and Lord, then you must wash each other's feet. What I just did was to give an example. What I have done, so you must do." (John 13:13-15)

3. COMMUNITY

Community is developing your JCDA Court and its members while reaching out to others. Community is the heart of JCDA. We must be moved to help build community in all areas of our lives. By this experience of community, we can better build our families, neighborhoods, and our world. As God said, "I give you a new commandment, to love one another. Such as my love has been for you, so must your love be for each other. This is how all will know you for my disciples, your love for one another." (John 13:34-35)

JUNIORETTES

The Juniorette Catholic Daughters of the Americas Program is a progressive program building up over five (5) years to becoming a Junior Catholic Daughter. The aim is to develop the individual talents and personalities of the girls. The program is presented as a home-centered activities program built around definite projects which have spiritual, inspirational, educational and character training values. Junioresses are consecrated to the Child Jesus, whose virtues they try to imitate. The Juniorette Program is for Catholic girls ages six (6) through ten (10).

Reference the Juniorette Manual for the Juniorette Program guidelines.

SUGGESTED GUIDELINES FOR JCDA

Junior Catholic Daughters of the Americas

Name

The name of this organization shall be the JUNIOR CATHOLIC DAUGHTERS OF THE AMERICAS, hereinafter referred to as the JCDA.

Purpose

The purpose of the JCDA shall be:

- (a) To promote the development of the whole person through programs of self-identity, personal growth, and peer group relationships;
- (b) To promote service to others in the Parish, Community, and JCDA;
- (c) To encourage spiritual growth by providing opportunities for personal prayer, liturgy, and ecumenical understanding; and
- (d) To encourage programming that is open, flexible, and creative to current needs and concerns.

Membership

Sect. 1 Membership in the JCDA shall be open to all Catholic girls from their 6th to their 18th birthday.

Sect. 2 Graduation from high school or the 18th birthday, whichever occurs later, shall be the determining date for completion of JCDA membership.

Sect. 3 Application for membership shall be made on the official membership form and presented to the local JCDA Court Chairman.

Sect. 4 Membership shall be divided into two categories:
 Juniorette (Age 6 through 10)
 Junior (Age 11 through 18)

Fees and Dues

Sect. 5 The local JCDA Court shall determine the dues for the local membership. Dues may not exceed \$10.00 per year per member.

JCDA Chairman

Sect. 6 The JCDA Chairman shall:

- (a) be a CDA member in good standing within the sponsoring local CDA Court
- (b) be certified in child, youth and vulnerable adult protection per local diocese guidelines, ensure all volunteers are likewise certified filing all copies
- (c) ensure all documentation is sent to the State Regent and filed
- (d) ensure all appropriate forms and reports are completed and up to date
- (e) serve as the Treasurer of the JCDA Court ensuring all monies of the JCDA Court are accurate and documented and prepare a monthly Treasurers' report or appoint JCDA mother/counselor to serve as treasurer
- (f) receive dues if applicable and record

- (g) pay all bills with the JCDA Court approval
- (h) prepare books for the semi-annual financial review, if applicable, sending completed review form to the State Regent, State JCDA Chairman, local sponsoring Court Regent and retaining a copy for the JCDA Court records

Advisory Committees

Sect. 7 The advisory bodies of the JCDA shall be:

- (a) State Level- It shall be composed of the Catholic Daughters of the Americas State Officers, and the State Youth/JCDA Chairman.
- (b) Local Level: It shall be composed of the local Catholic Daughters of the Americas Court Regent, Vice Regent, Youth/JCDA Chairman, the JCDA Chaplain, the JCDA Court Chairman and all JCDA Officers of the JCDA Court.

JCDA State Court

Sect. 8 Five or more local JCDA Courts in good standing may organize a State Court with the approval of the National Regent and State Officers. State JCDA Courts shall be composed of the National Regent or representative, five (5) State Officers, and members of the local JCDA Courts.

Sect. 9 State Court shall meet in biennial convention between the period of June 1 and July 31 in alternating years to the biennial National Convention.

Sect.10 The number of local JCDA Court delegates will be two (2) delegates. The JCDA Court may elect up to two (2) alternates.

Sect. 11 A majority of the State JCDA Court present shall constitute a quorum at a State Biennial Convention, provided three State JCDA Officers are present.

Sect.12 The State Officers of the State JCDA Court shall be a President, First Vice President, Second Vice President, Secretary, and Reporter and shall be elected biennially at the convention.

Sect. 13 The five (5) State Officers shall be known as the State Board. Not more than one (1) State Board member shall be elected from the same local Court unless there are twelve (12) or less Courts. There can be no more than two state officers elected from the same court. Term of office shall be for two (2) years. Officers shall serve only one (1) two (2) year term.

Sect. 14 Any registered JCDA member 14 years of age or older, who has been a member for two (2) years and has held a local Court office may be elected to a State Office.

Sect. 15 Attendance by JCDA State Officers at State Board meetings is mandatory. excused absences approved by the JCDA State Chairman due to illness, conflicting

school activities, death in the family, etc. will be accepted. Upon missing two meetings without excused absences, the elected officer will be removed from office. The new officer will be appointed by the JCDA State Chairman, with concurrence of the CDA State Regent.

Sect. 16 The State President shall

- (a) Preside at all meetings of the State JCDA Court and the State JCDA Board;
- (b) Represent the JCDA members in her state at Catholic Daughters of the Americas State Court functions and at civic activities, when invited;
- (c) Be an ex-officio voting member of all committees except the Nominating Committee; and
- (d) Perform other such duties as the State JCDA Advisory Board may define.

Sect. 17 The State First Vice President shall

- (a) In the absence or inability of the State President, assume the title and office of State President and perform the duties of the office; and
- (b) Serve as chairman of the Threefold Program of Involvement.

Sect. 18 The Second Vice President shall

- (a) In the absence or inability of the State President and First Vice President, assume the title and office of State President and perform the duties of the office;
- (b) In the case of the advancement of the State First Vice President, assume the title and office of State First Vice President and perform all duties of the office; and
- (c) Serve as Membership and Court Development Chairman for the JCDA Program

Sect. 19 The State Secretary shall

- (a) Keep an accurate record of the minutes of the State JCDA Board and of the State JCDA Court Biennial Convention. A permanent record book shall be used for this purpose and shall be passed on to her successor; and
- (b) Carry on all correspondence of the State JCDA Board

Sect. 20 The State Reporter shall

- (a) Be responsible for submitting publicity articles concerning JCDA achievements and activities to the newspapers and media

(b) Receive publicity from local JCDA Courts

(c) Keep a scrapbook of publicity and activities of the State JCDA Court

JCDA Local Courts

Sect. 21 One (1) regular business meeting shall be held each month, September to June.

Sect. 22 A local Court shall consist of 12 members for institution purposes. A quorum shall consist of the majority of the members of the Court, providing a majority of the officers are present.

Sect. 23 JCDA Courts shall enact standing rules which shall not conflict with the Bylaws of CDA with approval of the JCDA Chairman.

Sect. 24 All JCDA local courts must be approved and sponsored by a CDA local court.

Sect. 25 The officers of the JCDA Court shall be a President, First Vice President, Second Vice President, Secretary and Reporter.

Sect. 26 Officers of the local courts elected by their membership must attend all JCDA meetings and perform the duties of their offices. After missing two consecutive meetings without excused absences or notification made to the local JCDA chairman, an officer may be replaced. An election shall be held at the first regular meeting following the two absences after at least five days' notice to the membership.

Sect. 27 The President shall

- (a) Preside at all JCDA Court Meetings and Receptions of New Members
- (b) Represent the JCDA Court at Catholic Daughters of the Americas local Court functions and at civic activities when invited to do so
- (c) Be an ex-officio, voting member of all committees with the exception of the Nominating Committee;
- (d) Be a Court Representative at the State Convention; and
- (e) Perform other duties as the local JCDA Advisory Board may define.

Sect 28 The First Vice President shall

- (a) In the absence or inability of the President, assume the title and office of President and perform duties of the office; and
- (b) Serve as chairman of the Threefold Program of Involvement.

Sec 29 The Second Vice President shall

- (a) In the absence or inability of the President and First Vice President, assume the title and office of President and perform the duties of the office;
- (b) In the case of the advancement of the First Vice President, assume the title and office of First Vice President and perform all duties of the office; and
- (c) Serve as Membership and Court Development Chairman for the JCDA Program.

Sect 30 The Secretary shall

- (a) Keep an accurate record of the minutes of the Court meetings. A permanent record book shall be used for this purpose and shall be passed on to her successor.
- (c) Carry on all correspondence of the Court.

Sect 31 The Reporter shall

- (a) Be responsible for submitting publicity articles concerning JCDA achievements and activities to the State JCDA Reporter.
- (b) Send publicity from local JCDA Court to newspaper and media after the approval of the local JCDA Chairman.
- (c) Keep a scrapbook of publicity and activities of the local Court.

Nominations and Elections of Officers

Sect. 32 State Court Officers: The State JCDA Officers shall be elected by ballot at each biennial convention of the State JCDA Court. They shall assume office 30 days after election and shall serve until their duly elected successors assume office.

- (a) The term of office shall be for two (2) years. No State JCDA Officer shall serve more than one (1) consecutive term in the same office.
- (b) A quorum of those present shall be necessary to elect an officer. Only members in good standing shall be eligible for nomination. Only members of the State JCDA Court shall be eligible to vote.
- (c) Any registered JCDA member 14 years of age or older, who has been a member for two years and has held a local court office, may be elected to the JCDA State Board.

- (d) Any registered JCDA member who is graduating in the spring of the convention year is not eligible for any State office.
- (e) Nominations for any State office must be postmarked by the deadline date set by the JCDA State Chairman.
- (f) In the event an office is not filled by prior mailed in nominations, then, nominations may be made from the floor at the convention, but only for the open state office.
- (g) Only one member per court shall be eligible to run for state office.

Sect. 33 Local Court Officers: The officers of each Court shall be elected by ballot at a regular meeting of the Court for a term of one (1) year. They shall serve until their successors are elected and assume office.

- (a) No Court officer shall serve more than two (2) consecutive terms in the same office.
- (b) A quorum of those present shall be necessary to elect an officer. Only members in good standing shall be eligible for nomination and to vote.
- (c) An election notice shall be sent to all members prior to the meeting when elections are held.

Vacancies

Sect. 34 State Court Level: Whenever a vacancy exists in the office of President, the First Vice-President shall assume the office of President. Whenever a vacancy exists in the office of First Vice President, the Second Vice President shall assume the office of First Vice President. Whenever a vacancy exists in the office of the Second Vice President, the Secretary, or the Reporter, the President, after consulting with the remaining members of the Board, shall fill the vacancy. This appointment is subject to the approval of two-thirds (2/3) of the State JCDA Advisory Board.

Sect. 35 Local Court Level: Whenever a vacancy exists in the office of President, the First Vice President shall assume the office of President. Whenever a vacancy exists in the office of the First Vice President, the Second Vice President shall assume the office of the First Vice President. Whenever a vacancy exists in the office of Second Vice President, Secretary, or the Reporter, an election shall be held by the local Court at the first regular meeting following the vacancy after at least five (5) days' notice to the membership.

Amendments and Revisions

Sec. 36 Suggested amendments and revisions to these guidelines may be made by a two-thirds (2/3) vote of the members of the State JCDA Court present and voting at any biennial convention of the JCDA. Any suggested amendments adopted by the State JCDA Court are subject to the approval of the National Board.

Sec. 37 These guidelines may be amended by a two-thirds (2/3) vote of the National Board.

Parliamentary Authority

Sec. 38 In all matters of procedure not otherwise provided for by the guidelines, the current issue of Robert's Rules of Order shall be the authority.

ORGANIZATIONAL PROCEDURES

FOR A NEW LOCAL JCDA COURT

1. Become familiar with the JCDA program.
2. Obtain the approval of a sponsoring CDA senior court and the pastor/chaplain.
3. State Regent must approve the sponsoring senior CDA Court.
4. Appoint a local chairman and JCDA Chaplain.
5. **All JCDA Chairmen and volunteers who work with minors and vulnerable adults must be Safe Environment Certified per individual diocese mandates. A copy of these certificates must be sent to the State Regent and sponsoring local CDA Court prior to the initial meeting.**
6. Request a JCDA informational packet from the National Youth/JCDA Chairman.
7. Distribute letters of invitation to all parochial school and Religious/Education students.
8. Publicize the initial meeting in local papers, church bulletins, and schools.
 - a. Invite the parents/guardians of the girls to the initial meeting. If the local JCDA chairman does not want to conduct the meeting, invite a representative from the State JCDA Board to attend. Be sure to schedule the date with the State representative.
 - b. Explain the aims and purposes of the JCDA program through the Threefold Program of Message, Service and Community. Explain the need for additional adult chairmen.
 - c. Distribute brochures and membership application forms to all prospective JCDA members. Membership applications forms may be collected at this time. Urge the young ladies to take additional membership application forms for their friends.
9. Schedule an organizational meeting a week or two following the initial informational meeting. Again, publicize the meeting in the local papers, church bulletins, and schools.
 - a. Give more information concerning the JCDA program.
 - b. Collect any additional membership application forms. Be sure they are filled out properly and signed by the member and parent/guardian.
 - c. Conduct the election of officers.
 - d. Begin work on the JCDA Court banner.
 - e. Order JCDA patches/pins from the National CDA Store. Or have sashes made.
 - f. Discuss possible dates for the institution of the new Court with your JCDA Chaplain. The local chairman should contact the State JCDA Chairman and set an institution date.
 - g. Set a date and time for regular Court meetings.
 - h. Discuss and set the amount for dues.

- i. Distribute copy of the JCDA song and pledge for members to learn.
10. Apply for a JCDA Charter.
11. The institution of a local JCDA Court is the responsibility of the State JCDA Board, if applicable. If she cannot be present, the State JCDA Chairman or Co-Chairman will be in charge of the institution. Installation of the local JCDA officers should be held on the same date as the institution.
12. Within ten (10) days of the institution of the new Court, the JCDA Chairman forwards a copy of the New Court Officer's form and membership applications to the State Regent or State Chairman.

INSTITUTION OF A NEW LOCAL JCDA COURT

STATE DUTIES

1. The State Regent and the State JCDA Chairman or her representative should be present at the informational meeting for prospective members. This would allow the new members and chairman to have their questions answered.
2. A State JCDA Officer (if applicable) is responsible for the institution of a new JCDA Court. If she cannot be present, the State JCDA Chairman or Co-Chairman will be in charge of the institution.
3. The State Regent will serve as an advisor for the local Court chairmen in all matters concerning the institution and wellbeing of a local Court. The State Regent may be assisted by the State JCDA Chairman or Co-Chairman.
4. **Ensure that all JCDA Chairmen and volunteers who work with minors and vulnerable adults have been Safe Environment Certified per individual diocese mandates. A copy of these certificates must be received by the State Regent/State Chairman and sponsoring local CDA Court prior to the initial meeting and filed.**
5. State Court will pay the JCDA Charter fee.

LOCAL CDA SENIOR COURT DUTIES

1. The local CDA sponsoring Court must approve the institution of the new JCDA Court.
2. Local Court Regent must appoint a local JCDA Chairman and JCDA Chaplain.
3. Sponsors a small reception for the newly instituted JCDA Court and their families following the ceremony.
4. Support the new JCDA Court financially by providing funds for the JCDA patches, pins or sashes, banner and flowers for new members.

5. Send invitations for the institution to the following: National Youth/JCDA Chairman, any local National Officers, State CDA Officers, State JCDA Chaplain, State JCDA Chairman and State JCDA Officers.
6. Provide financial assistance, if necessary, according to the local CDA Court budget.
7. Local CDA sponsoring Court will comply with Safe Environment Certification for working jointly with the JCDA Court.

LOCAL JCDA CHAIRMAN DUTIES

1. Consult with the JCDA Chaplain concerning the procedures for the ceremony. Institution may be held during the Mass or immediately following the Mass in church or a parish hall. Invite the chaplain to participate in the institution ceremonies.
2. At the organizational meeting, conduct the election of officers. Be sure a copy of the officers' names is given to the officer who will be conducting the installation of new officers.
3. Prepare a list of all new JCDA members for introductions during the institution ceremony.
4. See that all JCDA members know the JCDA Pledge. The pledge is recited during the institution ceremony.
5. Purchase flowers for the new members to receive during the institution ceremony.
6. Prepare a small altar with statue of the Blessed Virgin Mary with candles for the installation of the new officers. Be sure to have a lighter/matches available.
7. Set up the hall for the reception and ceremonies beforehand so that there will be no delay following the Mass.
8. Consult with the State JCDA Chairman concerning procedures for the new JCDA Court.

INSTITUTION AND RECEPTION CEREMONIES

Theme: Celebrate the value of self, the value of your community and the value of your spiritual growth.

- Materials needed:
1. JCDA patch/pin/ sash for each JCDA member.
 2. Banner of the JCDA Court, if possible
 3. Flowers for each JCDA member
 4. American flag
 5. Statue of the Blessed Virgin Mary
 6. Program for ceremony
 7. A list of guests present
 8. A list of names of the new members

Place: The institution of the new JCDA Court may be held during the Mass or immediately following the Mass in a Courtroom setting.

EUCHARISTIC LITURGY FOR INSTITUTION OF NEW LOCAL JCDA COURT

The gifts to be brought up:

1. Banner
2. Bread and Wine
3. Symbols of JCDA (place in front of the altar)
 - Rose symbolizing love;
 - Shield symbolizing honor;
 - Sword symbolizing obedience;
 - Plant symbolizing development;
 - Globe symbolizing progress.

BEFORE THE FINAL BLESSING – Introduction of guests and any closing remarks. Invite everyone to the reception following Mass to congratulate the new JCDA officers, members and family.

CLOSING PRAYER:

Father, thank you for our country. Thank you for our JCDA. Thank you for our Church. Thank you especially for the Eucharist. All of us need to join our JCDA members in love for each other and service to our community.

CLOSING SONG – (your choice)

Suggested song – JCDA song – “Let There Be Peace on Earth”

INSTITUTION OF NEW LOCAL JCDA COURT

COURTROOM PROCEDURES

MESSAGE – To be read by State JCDA President or State Representative

THE JCDA THREEFOLD PROGRAM OF INVOLVEMENT

MESSAGE

The teaching church calls upon each of us to have an active faith in God. We must not only accept the message of God, but we must act on it. We must believe and profess to all the community, that which Jesus said and did. “For I have not spoken on my own, no, the Father, who sent me has commanded me what to say and how to speak. Since I know that this commandment means eternal life, whatever I say is spoken just as he instructed me.” (John 12:45-50)

SERVICE

The experience of community can only lead to service. Christ gives his people different gifts not only for themselves, but for others. “You address me as Teacher and Lord and fittingly enough, for that is what I am. But if I washed your feet, I who am Teacher and Lord, then you must wash each other’s feet. What I just did was to give an example. What I have done, so you must do.”

(John 13:13-15)

COMMUNITY

Community is the heart of the JCDA. We must be moved to help build community in all areas of our lives. By this experience of community, we can better build our families, neighborhoods, and our world. As God said, “I give you a new commandment, Love one another. Such as my love has been for you, so must your love be for each other. This is how all will know you for my disciples, your love for one another.” (John 13:34-35)

INSTITUTION OF THE NEW JCDA COURT –

(State JCDA Officer or State Representative)

We welcome you to the Institution of a new JCDA Court into our Order. We are proud to have another Court which will enable us to continue our work as JCDA members. At this time, I would like to give you a little better idea of what JCDA is all about. The JCDA program is based on four goals:

1. Develop yourself as a Christian.
2. Learn to work for the good of others.
3. Grow spiritually.
4. Be creative and flexible.

Through your work in the JCDA, we hope you will achieve these four goals. Because of the four goals, we are divided into a Threefold Program, which means we work in three special areas just described: Message, Service and Community. Message is Jesus. Service is living the gospel. Community is developing the JCDA Court and its members and reaching out to others.

I invite the new members to please come forward as your name is called out and remain standing in a row here in front. (As names are called out, each new member receives her patch/pin/sash and flower. (Optional, in the essence of time, the new members may already have their patches/pins/sashes on, in which case, they just receive their flower.)

Please repeat the JCDA Pledge after me:

I promise to be a faithful member/ of the Junior Catholic Daughters of the Americas, / to promote development of myself as a whole person, / to promote service to others, / and to encourage spiritual growth in our members.

Court. As an officer, you are to pledge your love, your work and your thoughts to God, promising to do good for your Court. As true JCDA members, you will strive to be good Christians and citizens. Good Christians and citizens are willing to cooperate and do her part in the community, accepting her responsibility to serve others generously and making sacrifices to preserve Christian ideals.

Newly elected Officers of JCDA Court _____ NO. _____, are you ready and willing to make your pledge to the members of this Court?

Officers: Yes, we are willing.

IO: I shall now install each officer in her position in this JCDA Court as I read her duties to her. Please come forward when your name is called.

(The new officer is to stand directly in front of the mini-altar and installing officer.)

IO: _____, as JCDA Court Reporter, it is your duty to publicize the activities of your Court. You shall keep a scrapbook of publicity and the activities of the Court, and shall send articles of interest to the State Reporter. You will now take your position in the Court.

(Light candle)

IO: _____, as JCDA Court Secretary, it is your privilege to record and keep an accurate record of the minutes of the JCDA Court meetings. You shall carry on all correspondence for the Court. You will now take your position in the Court.

(Light candle)

IO: _____, as JCDA Second Vice President, it is your privilege to enlarge our membership. You will be in charge of obtaining new members for our Court. You will now take your position in the Court.

(Light candle)

IO: _____, as JCDA First Vice President, in the absence or inability of the President, you shall perform her duties. You are responsible to see that all activities are carried through. You will now take your position in the Court.

(Light candle)

IO: _____, as JCDA President, you have been chosen the highest officer in the Court. The members have bestowed on you great honor as well as a special opportunity. You are to be the leader and the inspiration of the membership.

You shall preside at all JCDA Court meetings and receptions. At all times, you must be a worthy representative of the JCDA members of the Court, at senior Court functions and parish and civic activities. May you enjoy your office and justify the faith placed in you by the members of the Court. You will now take your position in the Court.

(Light candle)

IO: Will the newly installed officers please turn and face their members?

I hereby declare the officers of JCDA Court _____ NO. _____, in _____, (city and state), duly installed. Together, let us stand and join in the Lord’s Prayer, and pray for an active and successful Court. “Our Father, who art in heaven.....” (Applause)

Officers, you may be seated.

RECEPTION OF NEW JCDA MEMBERS

COURTROOM PROCEDURES

Theme: Celebrate the value of self, the value of your community, and the value of your spiritual growth.

- MATERIALS needed:
1. JCDA patch/pin/sash for each member
 2. Banner of the JCDA Court
 3. American flag
 4. Statue of the Blessed Virgin Mary
 5. Program of ceremony (optional)
 6. Flowers for new members
 7. A list of names of the new members

INTRODUCTION – (State Representative, District Deputy, CDA Regent or local JCDA Chairman)

Welcome to the reception of new members into JCDA Court _____

NO. _____, in _____, (city and state). On behalf of all JCDA members throughout our country or state of _____, we greet you.

THE JCDA THREEFOLD PROGRAM OF INVOLVEMENT

MESSAGE

The teaching church calls upon each of us to have an active faith in God. We must not only accept the message of God, but we must act on it. We must believe and profess to all the community, that which Jesus said and did. “For I have not spoken on my own, no, the Father, who sent me has commanded me what to say and how to speak. Since I know that this commandment means eternal life, whatever I say is spoken just as he instructed me.” (John 12:45-50)

SERVICE

The experience of community can only lead to service. Christ gives his people different gifts not only for themselves, but for others. “You address me as Teacher and Lord and fittingly enough, for that is what I am. But if I washed your feet, I who am Teacher and Lord, then you must wash each other’s feet. What I just did was to give an example. What I have done, so you must do.” (John 13:13-15)

COMMUNITY

Community is the heart of the JCDA. We must be moved to help build community in all areas of our lives. By this experience of community, we can better build our families, neighborhoods and our worlds. As God said, “I give you a new commandment, Love one another. Such as my love has been for you, so must your love be for each other. This is how all will know you for my disciples, your love for one another.” (John 13:34-35)

We welcome you to the reception of new JCDA members into our order. We are proud to have more members which will enable us to continue our work in JCDA. At this time, I would like to give you a little better idea of what JCDA is all about. The JCDA is based on four goals:

1. Develop yourself as a Christian.
2. Learn to work for the good of others.
3. Grow spiritually.
4. Be creative and flexible.

Through your work in the JCDA, we hope you will achieve these four goals. Because of the four goals, we are divided into a Threefold Program; this means we work in three special areas just described: Message, Service and Community. Message is Jesus. Service is living the gospel. Community is developing the JCDA court and its members and reaching out to others.

I invite all of the new members to please come forward.

(They should stand in front of the installing officer.)

When your name is called, please step forward to receive your JCDA patch/pin/sash and flower.

(Names are read one at a time.)

After all have received a JCDA patch/pin/ sash and flowers,

Please repeat the JCDA Pledge with me:

I promise to be a faithful member/ of the Junior Catholic Daughters of the Americas/ to promote development of myself as a whole person, / to promote service to others, / and to encourage spiritual growth in our members.

Welcome to the Junior Catholic Daughters of the Americas

Court _____ No. _____, in _____, (city and state)

(Applause and return to places.)

LOCAL COURT OFFICER ELECTION PROCEDURE

At the April or May regular JCDA Court meeting, local Court officers should be elected.

As the first order of business under “New Business,”

The presiding President says

“Nominations are now open from the floor for the office of President.” Pause and wait for nominations. Then say, “Are there any further nominations for President?”

Hearing none, say “The nominations for President are now closed.”

Then call for a vote for the office of President. All in favor – All opposed.

Afterwards, say the same thing above but with the next office of First Vice President, Second Vice President, Secretary, and Reporter. Follow same procedure for each office.

If any office does not have any opposition, the officer is elected by acclamation. No Vote is necessary.

For those offices that have opposition, the members vote by secret ballot.

NOTE TO CHAIRMAN: Within seven days after the election, the “Report of the Election of Officers” form should be mailed to the State Regent and JCDA State Chairman.

USE YOUR GAVEL

ONE RAP -----COME TO ORDER

TWO RAPS -----OFFICERS STAND

ONE RAP -----TO CLOSE MEETING

INSTITUTION OF A NEW STATE JCDA COURT

ORGANIZATIONAL GUIDELINES

1. National Regent must approve the formation of a State JCDA Court.
2. Following Institution of the State JCDA Court and Election of State JCDA Officers, set a meeting with the State Regent, State JCDA Chairmen, State Chaplain and State JCDA Board to plan for the upcoming term. Ex. Review and be familiar with the suggested JCDA Bylaws, establish Standing Rules, set a budget etc.
3. Keep the State JCDA Courts informed.
4. Keep the State Regent informed of any pertinent JCDA information for her state newsletter.

SPONSORING STATE COURT DUTIES

1. **Ensure that all JCDA Chairmen and volunteers who work with minors and vulnerable adults have been Safe Environment Certified per individual diocese mandates. A copy of these certificates must be received by the State Regent prior to the initial meeting and filed.**
2. The State Regent will appoint a State JCDA Chairman and State JCDA Chaplain.
3. State Regent will contact the JCDA Chairmen of the interested local Courts.
4. Schedule an organizational meeting with the sponsoring State Board, State JCDA Chairman, local JCDA Chairmen and Juniors interested in a State Court.
5. Set a date and time for the Institution of the new State JCDA Court and the Installation of State JCDA Officers.
6. Send invitations for the institution to the following: National Board, National Youth/JCDA Chairman, State CDA Officers, State JCDA Chairman, and local JCDA Officers.
7. Support the new State JCDA Court financially by providing funds for the State banner, materials for state sashes, and installation flowers for the new officers.
8. Sponsor a reception following the installation of the State JCDA Officers.

The National Regent, State Regent, along with the State Officers and the National Youth/JCDA Chairman, should be involved with this institution. The National Regent or her representative will institute the new State JCDA Court.

STATE JCDA COURT INSTITUTION MEETING AND INSTALLATION OF OFFICERS

Presiding Officer:

I am _____ of the state of _____. I am presently serving as the (office) _____. (Date) _____ is a great day for the state of _____, to institute a State Junior Catholic Daughters of the Americas Court and to install State JCDA Court charter officers.

On behalf of all Catholic Daughters of the Americas and JCDA members we welcome you. We dedicate this ceremony to our Blessed Mother; for she is our spiritual mother and patroness of our Order.

We will proceed with the election and installation of State Officers. I will ask _____ of Court _____ to take the minutes of this meeting.

The meeting of JCDA State Court of _____ (state) will please come to order.

I have the privilege of introducing the visiting guests.

National, State, DD, local CDA Court Officers present.

We welcome you to the institution of a new State JCDA Court into our Order. We are proud to welcome this new State JCDA Court which will enable us to continue our work as Catholic Daughters of the Americas members.

Presiding Officer: We will now proceed to the election of the officers for this State JCDA Court.

Nominations for the office of State JCDA President is now open.

Member: (stand) I, _____, nominate _____ for the office of State JCDA President.

Presiding Officer: Are there any other nominations?

Nominations of State JCDA First Vice State President are now open.

Member: (stand) I, _____, nominate _____ for the office of State JCDA First Vice President.

Presiding Officer: Are there any other nominations?

Nominations for State JCDA Second Vice President are now open.

Member: (stand) I, _____, nominate _____ for the office of State JCDA Second Vice President.

Presiding Officer: Are there any other nominations?

Nominations for State JCDA Secretary are now open.

Member: (stand) I, _____, nominate _____ for the office of State JCDA Secretary.

Nominations for State JCDA Reporter are now open.

Member: (stand) I, _____, nominate _____ for the office of State JCDA Reporter.

Presiding Officer: Are there any other nominations? Hearing none, the Chair declares all nominations closed. We will now proceed to the election of your officers. All those in favor of

_____	for State JCDA President
_____	for State First Vice President
_____	for State Second Vice President
_____	for State Secretary
_____	for State Reporter

Please say "Aye"
Those opposed say "No"

The Ayes have it and you have elected your officers to serve State JCDA Court of _____ (state) as the first officers of this State Court.

We will now proceed with the installation of these newly elected officers.

Presiding Officer:

I call the newly elected State JCDA Court Officers for the year 20____ to 20____ in _____ (state), to please come forward.

(Newly elected will walk and make a semi-circle in front of the table and officiating officers. The newly elected President stands in the middle of the semi-circle. The First Vice President to her left. The Second Vice President to her right. The Secretary to the left of the First Vice President. The Reporter to the right of the Second Vice President.)

(The installing officer will call each one by name in order of rank, beginning with the President.)

Newly Elected President _____

Newly Elected First Vice President _____

Newly Elected Second Vice President _____

Newly Elected Secretary _____

Newly Elected Reporter _____

Before installing the new officers of the State Court, let's consider what it means to be elected an officer of a State JCDA Court. It means that the members have selected and chosen you as their leaders and representatives of their JCDA Courts. As an officer you are to pledge your love, your work, and your thoughts to God, promising to do good for your State Court. As true JCDA members, you will strive to be good Christians and citizens. A good Christian and citizen is willing to cooperate and do her part in the community, accepting her responsibility to serve others generously, and making sacrifices to preserve Christian ideals.

Newly elected Officers of the State JCDA Court
in _____ (state) are you ready and willing to make
your pledge to the members of this State Court?

State JCDA Court Officers: Yes, we are willing.

I shall now install each officer in her position in this State JCDA Court as I read her duties to her. Please come forward when your name is called.

_____ and _____ will assist the officers in lighting of
candles and signing of the installation document.

Presiding Officer: Let me present the newly elected State JCDA Court Reporter,

_____.

Officer comes forward, lights the candle.

(The new officer is to stand directly in front facing the installing officer.)

Celebrant/Presiding Officer:

_____, as State JCDA Court Reporter it is your duty
to send publicity from the State JCDA Court to the local JCDA Courts; and to keep a
scrapbook of publicity and activities of the State JCDA Court. You will now take your
position in the Court. Sign document.

Presiding Officer: Let me present the newly elected State JCDA Court Secretary,

_____.

Officer comes forward, lights the candle.

(The new officer is to stand directly in front facing the installing officer.)

Celebrant/Presiding Officer: _____, as State JCDA Court Secretary, it is your privilege to record and keep an accurate record of the minutes of all State JCDA Court meetings. You shall report and record all correspondence for the State Court. You will now take your position in the Court. Sign document.

Presiding Officers: Let me present the newly elected State JCDA Court Second Vice President, _____.

Officer comes forward, lights the candle.
(The new officer is to stand directly in front facing the installing officer.)

Celebrant/Presiding Officer: _____, as State JCDA Court Second Vice President, you shall, in the absence or inability of the President and First Vice President, perform her duties. You shall serve as the Membership and Extension Chairperson for the State JCDA Court. You will now take your position in the Court. Sign document.

Presiding Officer: Let me present the newly elected State JCDA Court First Vice President, _____.

Officer comes forward, lights the candle.
(The new officer is to stand directly in front facing the installing officer.)

Celebrant/Presiding Officer: _____, as State JCDA Court First Vice President, you shall, in the absence or inability of the President, perform her duties. You shall serve as the chairman of the JCDA Threefold Program of Involvement. You are responsible to see that all activities are carried through. You will now take your position in the State Court. Sign document.

Presiding Officer: Let me present the newly elected State JCDA Court President _____.

Officer comes forward, lights the candle.
(The new officer is to stand directly in front facing the installing officer.)

Celebrant/Presiding Officer: _____, as State JCDA Court President, you have been chosen to be the highest officer in the State Court. The members have bestowed on you great honor as well as a special opportunity. You are to be the leader and the inspiration of the membership. You shall preside at all State JCDA Court meetings and receptions. At all times you must be a worthy representative of the State JCDA Court, at local CDA and JCDA Court functions and parish and civic activities. May you enjoy your office and justify the faith placed in you by the members of this State Court. You will now take your position in the State Court. Sign Document.

Officers, turn and face the State JCDA Court Membership.

I hereby declare the officers of State JCDA Court of _____ (state) duly installed. Together let us stand and join in the Hail Mary, praying for an active and successful State Court.

Officers, you may be seated.

We invite each of you to a reception following this ceremony to congratulate the new State JCDA Court and officers.

Celebrant: Closing Prayer

JCDA FORMS

All forms are located on the National CDA website, www.catholicdaughters.org

At the bottom of the home page under JCDA

1. NEW COURT CHARTER APPLICATION (Fee \$10.00)

A new Court registration form can be found on the National CDA website, www.catholicdaughter.org. The local JCDA Chairman is responsible to see that the form is filled out properly. The form is completed and mailed to the State Regent along with a \$10.00 check made payable to **Catholic Daughters of the Americas**. The State Regent will forward the charter application and check to the National CDA office. A copy of the charter application should also be sent to the State JCDA Chairman. (The only time this form is used is when a new Court is instituted.)

2. CHARTER COURT INFORMATIONAL FORM

This form is to be completed and submitted with the Charter Application.

3. MEMBERSHIP APPLICATION

The updated official member application form should be completed by each new member and signed by all as indicated. Upon completion, the membership applications should be kept with the local JCDA Chairman. The State Regent and State JCDA Chairman should be sent an up to date membership count and a copy of the membership applications as requested.

4. MEDICAL RELEASE FORM

This form is to be completed for each JCDA Court member and filed with the local JCDA Chairman.

5. REPORT OF THE ELECTION OF OFFICERS

This form is used each time a JCDA local Court elects new officers. Please complete and mail to the State Regent and JCDA State Chairman within seven days following the election of local officers.

6. FINANCIAL REVIEW FORM

This form is used for the semi-annual financial review of the local JCDA Courts having their own bank accounts. This is done on the same schedule as the adult CDA Courts.

7. STATE OR LOCAL COURT CONSENT FORM AND LIABILITY WAIVER

This form provides permission for your daughter to be transported to JCDA functions and activities. It also is a liability release and waiver and provides medical information and a photo release. A new form must be completed with each offsite activity and accompany the JCDA Chairmen offsite.

8. STATE JCDA COURT INSTALLATION DOCUMENT

This form is used only for the Installation of the charter members of a new State JCDA Court.



Junior Catholic Daughters of the Americas
Informational Form to be submitted with the Charter Application
Message ~ Service ~ Community



NAME OF JCDA COURT _____ NO. _____

CITY _____ STATE _____ ZIP CODE _____

SPONSORED BY _____

Name of Senior CDA Court

Location of Senior Court

JUNIOR CHAIRMAN _____

ADDRESS _____

CITY, STATE, & ZIP CODE _____

TELEPHONE _____ CELL _____ EMAIL _____

JUNIORETTE CHAIRMAN _____

ADDRESS _____

CITY, STATE, & ZIP CODE _____

TELEPHONE _____ CELL _____ EMAIL _____

CHAPLAIN _____

ADDRESS _____

CITY, STATE, & ZIP CODE _____

TELEPHONE _____ CELL _____ EMAIL _____

NUMBER OF JUNIORS _____ NUMBER OF JUNIORETTES _____

DATE OF INSTITUTION _____

**SUBMIT THIS FORM WITHIN SEVEN (7) DAYS OF INSTITUTION
OF THE NEW COURT TO THE STATE YOUTH/JCDA CHAIRMAN**



**Junior Catholic Daughters of the Americas
Report of the Election of Officers
Message ~ Service ~ Community**



JCDA COURT NAME _____ NO. _____

YEAR 20 _____ Court Officers for Junior or Juniorette Division (Circle One)

President Name _____

Address _____ City _____ Zip _____

Phone _____ Cell _____ Email _____

1st Vice Name _____

Address _____ City _____ Zip _____

Phone _____ Cell _____ Email _____

2nd Vice Name _____

Address _____ City _____ Zip _____

Phone _____ Cell _____ Email _____

Secretary Name _____

Address _____ City _____ Zip _____

Phone _____ Cell _____ Email _____

Reporter Name _____

Address _____ City _____ Zip _____

Phone _____ Cell _____ Email _____

Chairman Name _____

Address _____ City _____ Zip _____

Phone _____ Cell _____ Email _____

Chaplain Name _____

Address _____ City _____ Zip _____

Phone _____ Cell _____ Email _____

Completed Form is to be submitted to the State Regent following the election of officers.



**Junior Catholic Daughters of the Americas
Semi-Annual Financial Review Form for JCDA Courts
having individual bank accounts.**



Message ~ Service ~ Community

JCDA COURT NAME _____ NO. _____

Check One

_____ For the period April 1, 20_____ Through September 30, 20_____ (Completed by 10/31)

_____ For the period October 1, 20_____ Through March 31, 20_____ (Completed by 04/30)

Membership Count at Time of Financial Review Juniors _____ Juniores _____

Beginning Balance on hand (April 1 or October 1) \$ _____

Receipts for the past six (6) months

Dues \$ _____

Fundraisers \$ _____

Miscellaneous/Donations \$ _____

Total Receipts \$ _____

Total Disbursements for the past six (6) months

Activities \$ _____

Charity \$ _____

Convention \$ _____

Pins/Patches \$ _____

Newsletter costs \$ _____

Miscellaneous \$ _____

Total Disbursements \$ _____

Ending balance on hand (April 1 or October 1) \$ _____

Special notes _____

We, the undersigned Financial Review Committee, of Court _____ NO. _____ hereby certify we have reviewed the Court books, examined the bank accounts and that the forgoing review is true and a correct statement of the funds of this Court.

_____	_____	Financial Review Committee
District Deputy/State Representative	_____	Financial Review Committee
Date of Financial Review _____	_____	Financial review Committee

Copy, mail to State Regent, State JCDA Chairman, DD/Representative, sponsoring Court Regent and local JCDA Court



Junior Catholic Daughters of the Americas
State or Local Court Consent Form and Liability Wavier
NOTE: A new form must be completed for each offsite event



Message ~ Service ~ Community

Name of JCDA Member _____ Date of Birth _____
 Parent(s)/Guardian Name _____ Relationship _____
 Home Address _____ City & Zip _____
 Home phone _____ Cell _____ Email _____

LIABILITY AND RELEASE WAIVER

I (parent/guardian) _____ do hereby release the following from any and all liability while my child is in attendance at any JCDA function or activity, State or Local Regent, State or Local JCDA Chairman, State or Local Chaplain, and the local Catholic Diocese(s), hosting parishes, groups and or facilities.

TRANSPORTATION (If Applicable)

I give my permission for my daughter to ride with _____ to the planned JCDA function. _____

Location of Function

Parent/Guardian Signature

MEDICAL INFORMATION AND RELEASE

In the event of an emergency, I hereby give permission for transportation of my child to a hospital for emergency medical treatment. I wish to be advised prior to any treatment by the hospital or physician. In the event of an emergency and you are unable to contact me contact,

EMERGENCY CONTACT INFORMATION

Name _____ Relationship _____ Number _____
 Name _____ Relationship _____ Number _____

Family Physician _____ Number _____

Does your daughter have any medical problems we should be aware of? YES ___ NO ___

If yes, please list them _____

Does your daughter have any special dietary needs we should be aware of? YES ___ NO ___

If yes, please list them _____

List any prescription medications your child is taking or may need during the course of the day. All medication must be in the original container labeled with your daughter's name, name of the medication, dosage, and frequency to be given. _____



**Junior Catholic Daughters of the Americas
State or Local Court Consent Form and Liability Wavier**



Page 2

Message ~ Service ~ Community

Name of JCDA Member _____ Date of Birth _____

Date of last tetanus/diphtheria immunization _____

Is your daughter allergic to any medication? YES _____ NO _____ If YES, please list

I hereby grant permission for non-prescription medications (such as Tylenol, cough drops) to be given to my daughter. Signature _____ Date _____

I fully understand the foregoing statement and sign this Parent/Guardian Consent and Liability Waiver knowingly, freely, and willingly.

Signature _____ Date _____

INSURANCE INFORMATION

Insurance Carrier _____ Name of Insured _____

Insurance Policy Number _____

Father's Name _____ Day Phone _____

Mother's Name _____ Day Phone _____

_____ No, I do not have medical insurance at this time.

In the event it comes to the attention of the chaperone(s) associated with the activity that my child becomes ill with repeated symptoms such as headache, vomiting, sore throat, fever, diarrhea, I want to be called immediately. I fully understand the forgoing statements and sign the Parent/Guardian Medical Consent waiver knowingly, freely and willingly.

Signature (Parent/Guardian) _____ Date _____

Parent/Guardian MUST sign for anyone under 18 years of age.

PHOTO RELEASE

I agree to permit my daughter to be photographed for publicity purposes for JCDA organization. I understand the photo may be used for display, publication, video, or other media, such as local newspapers/television stations. If there is a JCDA web site, photos may be used on the site.

Signature (Parent/Guardian) _____ Date _____

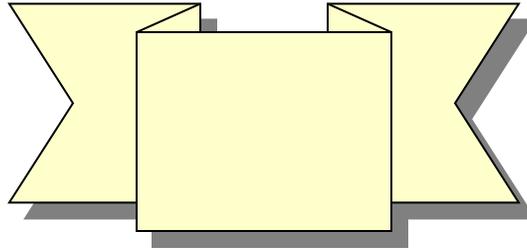
Local JCDA Court Financial Review Guidelines

- In all financial matters, local JCDA Courts should follow the same guidelines as CDA local Courts.
- The financial review team appointed by the local Court Regent will conduct a financial review of the local JCDA books during the same month the CDA Courts are being reviewed.
- Local JCDA financial review form is located on the National CDA website, www.catholicdaughters.org, home page under JCDA.
- Local JCDA Chairman must bring a financial review form, the checkbook, bank statements, and vouchers for expenses, receipt books, and secretary's minute's book to the Financial Review.
- JCDA financial review forms must be completed and signed by the members of the CDA Financial Review Team which have been appointed by the sponsoring Court Regent.
- Local JCDA Chairman or the District Deputy will send the completed financial review forms to those individuals listed on the bottom of the form, State Regent, State JCDA Chairman, District Deputy/State Representative, sponsoring Court Regent, and the local JCDA Court.

JCDA SASH GUIDELINES

1. JCDA patches/pins/sashes are to be worn for all activities of the local JCDA Courts and the State JCDA Court. This includes activities in which a member or officer is officially representing her local or State Court, in CDA senior Court or civic activities.
2. If choosing to wear sashes, they are to be worn from the left shoulder to the right hip.
3. Sashes are to be made of royal blue broadcloth five inches wide and length to the right hip, secured with a snap or Velcro.
4. Three inch (3”) squared letters JCDA in white felt or white squared satin iron on letters are to be placed vertically one inch apart in a straight line going from the left shoulder towards the right hip. Letter J begins about 3” from the shoulder.
5. Local Court officers’ sashes may have the following symbols at the hip, 2” below the last letter: (see designs on the following page)
 - President – brown felt gavel
 - First Vice President – two (2) red overlapping hearts
 - Second Vice President – three (3) people holding hands, one each of white, tan and black felt
 - Secretary – white felt quill and pen
 - Reporter – white felt scrapbook
6. State Court officers’ sashes may have the same symbols or be monogrammed with State written on them. State Court officer sashes are to be made of royal blue satin material. **Only State Court officer sashes are to be made of satin material.**
7. Only pins, buttons, medals and emblems pertaining to the Junior Catholic Daughters of the Americas may be worn on the sash.

JCDA BANNER GUIDELINES



LOCAL COURT BANNER

1. The local Court banner should be no larger than three feet by five feet, excluding fringe.
2. Each local Court banner should be, if possible, self-standing.
3. The local Court banner can be made with any type material: for example, burlap, felt, linen, broadcloth, or cheesecloth. The lettering can be glued or stitched. This is left up to the individual Court. It is recommended that invisible thread or fabric glue be used to secure the lettering as this gives the banner a neater look. Do not clutter up your banner.
4. Every banner must include the following lettering:

3'
COURT NAME AND NUMBER
CITY AND STATE
5'

5. The theme for the banner is left up entirely to the local Court; however, it should pertain to JCDA work or the Threefold Program of Involvement, the goals of JCDA, standards, motto, or activities of JCDA.

SCRAPBOOK GUIDELINES FOR LOCAL/STATE COURTS

Scrapbooks are optional.

1. The items in the scrapbook are to begin as of the opening date of the last State JCDA Biennial Convention and end on the date before the opening of the next State JCDA Biennial Convention.
2. The scrapbook shall contain the following:
 - ◆ The Court's press clippings with datelines. (Name of publication and date on each one.)
 - ◆ Copies of news releases issued by the Court
 - ◆ Photographs
 - ◆ Newsletters
 - ◆ Programs
 - ◆ Invitations
 - ◆ Special letters, certificates, or award certificates.
3. All items entered in the scrapbook must be in chronological order. Do not divide the scrapbook into sections for various Court functions or activities. Start with the opening date of the last State JCDA Convention and follow month by month and end with the date before the opening of the next State JCDA Convention.
4. Photographs should have either a heading at the top of the page describing the activity or a cut line below the picture identifying it.
5. No art-work, pictures, etc. are to be affixed to the outside of the front or back of the scrapbook covers.
6. Items can be glued or mounted on both sides of the scrapbook pages. **THE ONLY EXCEPTION TO THIS RULE IS THE TITLE PAGE.** The first page is the title page and must contain only the following information:

Name of State JCDA Court

Number of Local Courts as of April 1, 20_____ (Convention Year)

7. Recommended supplies to use:
 - ◆ Rubber cement glue is easy to work with and can be removed from the edges of articles and the page if seepage occurs.
 - ◆ Use either photo corner mounts or double-stick tape for photographs. Glue will cause the photos to buckle.
 - ◆ Try framing a document or special letter with the type of paper braid used for art and crafts.
 - ◆ Another idea is to mount a letter on a large sheet of construction paper before putting it in the scrapbook.
 - ◆ Experiment with ideas, use your imagination, but keep the scrapbook from getting a cluttered look.

RELIGIOUS RECOGNITION MEDAL PROGRAM

Workbooks are available from your local diocesan Office of Youth Ministry for the following religious recognition medals:

Family of God	Grades 1 – 3
I Live My Faith	Grades 4 – 6
Mary, the First Disciple	Grades 7 – 9
The Spirit Alive	Grades 10 – 12

This program is an official Religious Recognition Program of the Roman Catholic Church in the U.S.A. also available to the Junior Catholic Daughters of the Americas. Contact your diocesan Office of Youth Ministry for further information and to order workbooks and medals.

Check with your local diocese for adult recognition awards.

SAMPLE FORMS

SAMPLE JCDA MEETING AGENDA

JCDA Court _____ NO. _____

Date _____

1. Call to Order (by President)
2. Prayer (for our priests, servicemen and women etc.) JCDA Act of Consecration
3. Pledge to the United States Flag and JCDA Pledge
4. Roll Call of Membership (by Second Vice President) Introduce and welcome any new members/guests
5. Reading of Minutes (by Secretary, President ask for approval and second)
6. Reading of Correspondence (by Secretary)
7. Treasurer’s Report (by First Vice President)
8. Refreshments for the month (by President) Thank you to _____ for providing refreshments this month. _____ is scheduled for next month.
9. Unfinished Business (by President)
 - Birthdays of the Month – Sing Happy Birthday
 - Any other unfinished business?
10. New Business (by President) Discussion of any new business for this meeting.
11. Spiritual Lesson (by JCDA Chairman/Counselor)
12. Closing Prayer
13. Adjournment
14. Activities (Craft project etc.)

SAMPLE MINUTE WORKSHEET FOR JCDA SECRETARY

The regular monthly meeting of Court _____ NO. _____
of the Junior Catholic Daughters of the Americas was held on (date) _____
in (place) _____ at _____ (time).

President, (name) _____ called the meeting to order.

JCDA member, (name) _____ led the opening prayer and the JCDA Act of
Consecration.

The membership recited the Pledge to the United States Flag and JCDA Pledge.

The roll call of membership was taken by Second Vice President,
(name) _____. Guests and new members were introduced and
welcomed at this time. (or no guests were present at this meeting).

Secretary, (name) _____ read the minutes of the
previous meeting. They were approved as read (or approved as corrected).

Secretary, (name) _____ read the correspondence received (or no
correspondence was received).

The Treasurer's report was given by the First Vice President, (name) _____
and filed.

President, (name) _____ discussed any unfinished business. (List)

President, (name) _____ discussed the new business for this meeting. (List)

JCDA Chairman/Counselor, (name) _____ presented our Spiritual
Lesson on _____

Court activities this month were (craft, etc.) _____

Closing Prayer led by (name) _____

The meeting was adjourned until _____ (month, day, time).

Submitted by _____, Secretary
JCDA Court _____ NO. _____

SAMPLE STANDING RULES

The following Standing Rules were instituted by the members of the JCDA Court (name and #).

1. JCDA Court name # & will meet the second Sunday of the month from 2-4 PM in the Education Bldg. We will meet Sept thru June. If the Courts regular meeting date falls on a special day such as Mother's Day or Easter, etc. the Court will meet the Sunday before.
2. JCDA Court membership dues will be \$ _____ per year per member. The dues can be paid in one payment at _____ meeting, or in two installments with the first half due at the _____ meeting and the second half due at the _____ meeting.
3. Our Court will give a gift of \$20.00 to our Court Chaplain for Christmas.
4. Our Court will purchase JCDA pins from the National CDA Store for all our new Court members.
5. Our Court will donate \$25.00 annually to the local Make-A-Wish Foundation.
- 6.. Our Court will help at the following parish/organization activities: CDA Fish Fry, CDA Pancake Breakfast, K of C Christmas tree lot, Parish Crawfish Boil, Parish Festival, and Parish Halloween Carnival.
- 7 Our Court will pay for the registration fees, hotel accommodations, and all JCDA Convention expenses for ALL Court delegates and JCDA Chairman providing funds are available.
8. For Priest Appreciation Day, our Court will remember our priest by _____.
- 9.. Our Court will attend Stations of the Cross together on the First Friday of Lent each year as a group.
10. Our Court will visit at least 2 area nursing homes during the Christmas season to sing carols and deliver Christmas cards to all the residents.
11. Our Court will collect school supplies to be turned in at the Sept. Meeting each year to be donated to those in need.
12. Our Court will assist the CDA Court in handling out White Ribbons during White Ribbon Against Pornography Campaign (WRAP) following the 5:00 p.m. Mass on the first day the ribbons are given out.
14. Our Court will volunteer at the Special Olympics each year.
16. Our Court will attend mass together on National JCDA Day, February _____, 20____ at the 11:15 am Mass.

17. Our Court will collect food and make food basket to be given to the local _____ for Thanksgiving.

18. Our Court will pay for postage for all Court correspondence including mailing of the Court newsletters.

19. The Court will pay 100% of the costs for Convention/Retreats(s) per member for those members who participate in fundraisers 50-100% of the goal that is set per fundraiser for each member. Those selling less than 50% of the goal set for each fundraiser will have to pay 75% of their Convention/Retreat Costs and the Court will pay the remaining 25 % of the costs. Members, who DO NOT PARTICIPATE in fundraisers, will have to cover the FULL costs of ANY Convention/Retreat(s) they wish to participate in. Unless otherwise voted on by the Court and the Court can pay for the added expense.

Approved: _____ on (date)

SAMPLE LETTER FOR JCDA INTEREST MEETING

Court _____ NO. _____, Catholic Daughters of the Americas, in _____, is sponsoring a Junior Catholic Daughters of the Americas program. Girls in the first (1) through the twelfth grades (12) are welcome to join the organization.

The Basic Goals of the JCDA program are:

1. Develop yourself as a Christian.
2. Learn to work for the good of others.
3. Grow spiritually.
4. Be creative and flexible.

These goals are accomplished through fun activities that include spiritual, educational, and character-training projects held at monthly meetings.

Interest meetings are planned for _____ (date) _____ in _____ (name of place) _____ at _____ (time) _____. The purpose of these meetings is to find out how many girls are interested in the program and to answer any questions you may have concerning the program; i.e., when and where the meetings will be held, program details, etc. Membership application forms will be available at the meeting. Dues will be \$ _____ per year. All prospective members and interested parents are invited to the meeting. Refreshments will be served.

Below is a simple form to fill out and return to your Religious Education or Catholic School Teacher by _____. If you are interested in the program and cannot attend the meeting, you may contact any of the following for more information: (List chairman and email) _____

() I would like my daughter to join JCDA.

() I am not interested in my daughter participating at this time.

GIRL'S NAME _____

ADDRESS _____

AGE _____ BIRTHDATE _____ GRADE _____

PARENT'S SIGNATURE _____

PHONE _____ DATE _____

Please return form by _____ date _____.

STATE JCDA CONVENTION

STATE JCDA CONVENTION CHAIRMEN NEEDED

HOST

REGISTRATION

LITURGY

TABLE DECORATIONS

HOSPITALITY AND TRANSPORTATION'

FIRST AID AND SECURITY

PROGRAMS

NEWS RELEASES

TOTE BAGS

DOOR PRIZES

RAFFLE PRIZES

TEE SHIRTS

JUNIORETTE ACTIVITY FOR SATURDAY NIGHT

MEALS AND BANQUET

JUDGES FOR BANNERS AND SCRAPBOOKS

ENTERTAINMENT/SPEAKERS

SOUND EQUIPMENT

(Note: Various committees may be combined)

STATE JCDA CONVENTION CHAIRMEN DUTIES AND RESPONSIBILITIES

HOST –

- Contact hotel in host city at least 18 months prior to convention to secure rate quotations and dates available the latter part of June of convention year. Submit this information to the State JCDA Chairman for discussion and finalization with the State JCDA Board. State JCDA Chairman sends copy of contract to CDA State Regent for review and approval.
- Appoint various committee chairmen and call an initial convention meeting of all committees in August of the prior year to convention date.
- Collaborate all arrangements for the convention with State JCDA Chairman and the various chairmen.
- Communicate with the hotel on all arrangements and room assignments needed for convention.
- Obtain an area map to hotel from major highways and a hotel brochure to include with the Call to Convention.
- Give the welcome at the opening session of the convention.
Make signs for various tables in foyer and other assigned rooms in hotel.

REGISTRATION –

- Prepare registration form with deadline date decided by committee. Form is to be included with the Call to Convention; mailed out by the State JCDA Chairman.
- Collect all monies received from registration. Send monies to State JCDA Chairman or CDA State Regent to be deposited in a separate account set up for convention purposes only. Retain copies of all checks submitted.
- Record all information from registration forms received; i. e. name, address, Court names and number; city; state, delegate, alternate, sponsor, guest. If tee shirts are included in registration fees, record sizes needed.
- Prepare packets for distribution at the convention with name tags and color ribbon attached, programs, meal tickets, and tee shirts, if included with registration fees. Set up and man the registration table at convention.

LITURGY –

- Coordinate and plan all liturgies and worship services with the State JCDA Chaplain – Saturday morning worship service, Living Rosary prior to Saturday afternoon Mass, Sunday morning worship services.
- Prepare prayer room; i.e. stature of Blessed Virgin Mary and crucifix with soft background music.
- Make sure all items needed for Mass are available on Saturday.
- Set up mini-altar with a statue of the Blessed Virgin Mary and flowers in the convention hall.

TABLE DECORATIONS AND FLAGS–

- Prepare the backdrop for the convention. Use State JCDA banner or prepare a convention banner.
- Decorate tables for Saturday night banquet according to the theme of the convention. Make sure own or use hotel decorations, if available.
- If necessary, ask for donations for table decorations or handouts through the JCDA State Chairman.
- Prepare tickets for Saturday night banquet and give to registration committee for inclusion in the registration packet. (Tickets optional if included in registration fees.)
- Secure, transport, and safe return of State Flag and the U.S. Flag.
- Provide color guard for opening session of convention.
- Set up delegate markers numerically in ascending order.

HOSPITALITY AND TRANSPORTATION –

- Responsible for JCDA Hospitality room and refreshments on opening day of convention.
- Set up and man information table throughout convention.
- Familiarize your committee with hotel lay-out, surrounding restaurants, attractions, travel directions, gas/convenience stores near the hotel. Arrange adequate hostesses to greet and welcome participants at hotel and airport if traveling by air.
- Arrange for ice water; Kleenex, etc. for speakers and head convention table.
- Be available to relieve registration staff for breaks.
- Assign local JCDA members daily to check for comfort of State CDA and State JCDA Officers and attending priests. Follow up immediately with appropriate hotel representative if problems arise.
- Serve as door monitors during convention sessions, Friday night entertainment, and Saturday night banquet.
- Arrange for pickup and delivery of delegates and guests needing same from the airport. If hotel shuttles are available, make necessary arrangements and follow through.

FIRST AID AND SECURITY –

- Set up first aide room at the hotel for the convention.
- Secure qualified medical supervision during peak hours of convention
- Familiarize the committee with hotel emergency procedures, emergency exits, phone numbers, and hotel security procedures
- Obtain list of attending Courts and membership from registration committee.

PROGRAMS –

- Develop convention program and submit for approval to State JCDA Board at least three (3) months prior to convention.
- Have programs printed and submitted to registration committee for inclusion in registration packets.
- Recognize all donors in printed program.

NEWS RELEASES –

- Prepare pre-convention news releases to be distributed to all local Courts through the State JCDA Chairman mail outs.
- Contact local media for complete coverage.
- Prepare post-convention releases for local newspapers and mail to Share.

TOTE BAGS –

- Obtain samples and pricing for tote bags, in keeping with theme of convention.
- Purchase tote bags and fill with donated items.
- Request donations for tote bags through the State JCDA Chairman mail outs to local JCDA and senior Courts.

DOOR PRIZES –

- Seek donations for door prizes from local businesses, as well as through the State JCDA Chairman mailings.
- Provide registration booklet on door prize table at convention for a list of donors.
- Put out container for door prize tickets to be dropped in at convention. The State should have a container for this.
- Purchase double tickets for door prizes to include in registration packet.
- Assist with the distribution of door prizes throughout the convention

RAFFLE PRIZES-

- Seek donation for raffle prizes from local and area businesses, as well through the JCDA State Chairman mailings.
- Prepare raffle booklets and have printed at least 3 (3) months prior to convention.
- State JCDA Chairman will mail out with regular mailings to the local Courts.
- Be sure raffle booklets fit flat, without folding, in a #10- envelope.
- Sell raffle chances and accept sold tickets at raffle prize table during the convention.
- Assist with raffle drawing during the convention.
- Prepare a list of all raffle prize winners and submit to the State JCDA Chairman for mail out.
- Submit all monies received to State JCDA Chairman or CDA State Regent.

TEE SHIRTS –

- Secure pricing on quality tee shirts with convention theme printed.
- Obtain samples for approval by the State JCDA Board.
- Have shirts printed and submit to registration committee at least one month prior to convention for inclusion in registration packet.

JUNIORETTE ACTIVITY – SATURDAY NIGHT-

- Prepare activities for Junioresettes for Saturday night.

MEALS AND BANQUET –

- Coordinate with hotel staff for Saturday night banquet meal, regarding menu and pricing. Submit to committee for final approval.
- Provide a memento for each guest attending banquet (optional)
- Coordinate with hotel staff on other meals available to convention attendees at reduced rates.

BANNERS AND SCRAPBOOKS -

- Set up hotel room for local Court scrapbook and banner displays.
- Secure three (3) judges to critique scrapbooks and banners and pick winners.
- Use people for the local area, preferably educators, not associated with any local JCDA Court. Meet judges upon arrival at convention.
- Purchase ribbons for winners.
- Prepare list of winners and give to State JCDA Chairman as soon as possible.
-

ENTERTAINMENT/SPEAKERS –

- Invite speakers for convention events:
- Opening session; Saturday afternoon session; Saturday night banquet; and Sunday a.m. (optional)
- Secure entertainment for Friday fun night and Saturday night banquet. Invite representative from diocesan youth office and convention city office to give welcome during Saturday a.m. opening session.
- Invite guests to convention, i.e. National CDA Regent, National Officers, National Youth/JCDA Chairman, and State CDA Officers, neighboring State JCDA Courts – may be collaborated with State JCDA Board.

SOUND EQUIPMENT –

- Secure, transfer, and safe return of all sound equipment.
- Coordinate necessary equipment with all convention committees

ELECTIONS –

- Set up room for elections. The State has a ballot box.
- Preside over elections procedure.
- Prepare list of elections results.
-

JCDA STATE CHAIRMAN –

- Provide all chairmen with tax exemption certificates for purchases.
- Coordinate with all chairmen and State JCDA Board concerning convention matters.
- Prepare list of all convention chairmen.
- Send out Call to Convention in late January of Convention year.
- Purchase plaques and gifts for outgoing State JCDA Officers to be presented at Saturday night banquet.
- Markers – Be sure all Courts are included and have markers made for new Courts.

***NOTE TO ALL CHAIRMEN-**

**Attend all JCDA State Convention planning meetings and report on activity of committee.
Duties may be switched among committees, as long as they are all covered.**

JCDA STATE CONVENTION SAMPLE AGENDA

Friday night

4:00 – 7:00 p.m. Early Registration
7:00 p.m. Fun Night
11:00 p.m. Lights Out

Saturday

8:00 a.m. Registration continues
8:30 a.m. Morning Praise
Seating of delegates
Roll Call
Delegates Briefing - CDA State Parliamentarian
9:00 a.m. Call to order
Presentation of colors
Pledge of Allegiance to the USA Flag and State Flag
JCDA Song and Pledge
Welcome to the convention
Introductions
Communications
Reading of the Minutes from previous convention
Announcement of various committees
Speaker
11:00 – 1:00 p.m. Lunch
1:00 p.m. Convention Reconvenes
Banner Procession
Report of Committees: Credentials, Rules
Adoption of Printed Program
Adoption of Minutes from previous convention
Reports from local JCDA Courts
Guest Speaker
Report of the Minutes approving committee
Nominations for State Officers
State officer reports
Bid for next convention
4:00 p.m. Mass and rosary
7:00 p.m. Banquet
11:00 p.m. Lights out

Sunday

8:00-8:30 a.m. Election of State Officers for next term
8:30 a.m. Morning Praise
9:00 a.m. Convention reconvenes
Roll Call of delegates
Report of Committees: Resolutions, Courtesy, Elections
10:00 a.m. Installation of New Officers
Closing Prayer
Adjournment

STATE JCDA CONVENTION STANDING RULES

1. The Convention shall be called to order at the appointed time.
2. A parliamentarian shall be available during the election.
3. Delegates must wear their official badges to be admitted to the convention hall.
4. The Credential Committee shall report from time to time as directed by the chair.
5. Debate on any subject or motion is limited to two minutes for each speaker.
6. When a delegate wishes to make a motion, she will rise, address the Chair, give her name and Court, and wait until she is recognized by the presiding officer who shall repeat the name and Court before the delegate may proceed.
7. Resolutions that are approved by the Resolutions Committee shall be read at the convention, unless otherwise directed by the delegates. All adopted Resolutions are referred to the State JCDA Commission.
8. Voting, except on the election of officers shall be by voice, except when a roll call shall be taken when demanded by the majority of the delegates present.
9. Voting for officers shall be by ballot.
10. Nominations should be made from the floor only.
11. Nomination speeches shall be restricted to two (2) minutes each.
12. No more than one (1) state officer can be elected from any Court.
13. Any registered Junior, 14 years of age or older, who has been a loyal officer, an experience leader and has the completed candidate form on file may be elected to office.
14. Each office shall be voted upon separately, and in the following order: President, First Vice President, Second Vice President, Secretary, and Reporter.
15. No member may leave the room when a speaker is at the podium.
16. There shall be no campaigning any time other than the caucus.

JCDA CONDUCT CODE AT ACTIVITIES/STATE CONVENTIONS

We hope that all participants will display mature and responsible characteristics which are trademarks of leadership and Catholic youth programs.

1. Fighting, use of profane language or sexual innuendo, disrespect or disobedience towards, or lying to adult leaders, or disrespect of other youth will not be tolerated.
2. Participants must attend all scheduled events of this activity. Skipping activities will not be tolerated.
3. The possession or consumption of tobacco, alcoholic beverages or illegal drugs will not be tolerated and will lead to immediate dismissal.
4. All participants will be expected to help with tasks such as cleaning.
5. Sleeping arrangements will be assigned and may not be changed. Participants are expected to be in designated sleeping areas and quiet by the assigned curfew time.
6. Sexual activity will not be tolerated.
7. Dress must be modest and adhere to the dress code.
8. There is to be no littering.
9. Adult to child ratio is 1-5. An adult must be in the room at all times.
10. There is to be no unsupervised children at the pool.

Parent/Guardian: I agree that my child shall abide by all rules and regulations listed in this conduct code. I agree that if my child fails to abide by this code or engages in any infraction of this code whatsoever, that my child can be immediately dismissed from the activity and sent home immediately at my expense for the immediate transportation home with no right of reimbursement for any amount in connection therewith.

I fully understand the consequences of the foregoing statements and sign this APPLICATION FORM knowingly, freely, and willingly.

(Your signature must appear below or your child will not be permitted to participate.)

Signature: _____

Date: _____

Youth: I understand and agree to the above code of behavior. I also understand and agree that my parents(s) or guardian will be notified at the time of any infractions requiring my dismissal from this activity and that I will be sent home at my own or my parent or guardian's expense. Being found with any tobacco, alcoholic beverage or drugs, or involved in any sexual activity, is cause for automatic dismissal from the activity.

(Your signature must appear below or you will not be permitted to participate).

Signature: _____

Date: _____

SAMPLE JCDA RESOLUTION

WHEREAS, Junior Catholic Daughters of the Americas' programs promote spiritual and personal development of the whole person, and

WHEREAS, as the State JCDA Commission recognizes that teen pregnancies do occur in our membership and in the officers, and

WHEREAS, the State JCDA commission feels that support for these members is important during this time in their lives;
therefore,

BE IT RESOLVED, that the State JCDA Commission shall continue to recognize these members in its membership; however, they cannot hold a position of leadership within their respective Courts.

JCDA Supplies from National Store at www.catholicdaughters.org, Store

JCDA PIN	#JCDA-04	\$6.00
JCDA Brochure	#JCDA-01	\$4.50 pack of 25
JCDA Brochure (Spanish)	#JCDA-01SP	\$4.50 pack of 25
Juniors' Act of Consecration Prayer Card	#JCDA-03	\$0.30 each
Junior 5' x 2' Court Banner	(JRBAN)	\$45.00
JCDA Pin Patch		\$05.50

(Prices subject to change)